

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard CGHQ-4587 (Rev. 3-03)		REFERRAL AND SELECTION REGISTER FOR PROMOTIONS		DATE	
PART I - TO BE COMPLETED BY THE PERSONNEL OFFICE					
1. POSITION TO BE FILLED (Title, Series, Grade, PD, PCN, ORG)					
2. ANNOUNCEMENT NUMBER		3. AREA OF CONSIDERATION (If other than activity wide)			
4. TO THE SELECTING SUPERVISOR Persons listed below are best qualified among all eligible candidates for the position shown in item 1. This group was identified after thorough evaluation and comparison of candidates qualifications against Office of Personnel Management standards and any special job requirements. You are requested to consider the attached data regarding each candidate and indicate your selection in Part II below.					
BEST QUALIFIED CANDIDATES (Alphabetically listed)			PRESENT POSITION (Title, Series, Grade and Organization)		
CIVILIAN PERSONNEL REPRESENTATIVE (Typed name and phone number)				SIGNATURE	
PART II - TO BE COMPLETED BY THE SELECTING SUPERVISOR					
5. TO THE CIVILIAN PERSONNEL OFFICER: I have considered each candidate and have selected the following individual CANDIDATE SELECTED: _____					
DATE	SELECTING SUPERVISOR (Typed Name)		SIGNATURE		FOR CPO USE Effective Date